



## DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST  
620 JOHN PAUL JONES CIRCLE  
PORTSMOUTH, VIRGINIA 23708-2198

NAVMED EAST INST 1650.1  
9 Feb 06

### NAVY MEDICINE EAST INSTRUCTION 1650.1

Subj: POLICY AND PROCEDURES GOVERNING AWARDS TO ACTIVE DUTY MILITARY PERSONNEL WITHIN NAVY MEDICINE EAST AREA OF RESPONSIBILITY

Ref: (a) SECNAVINST 1650.1G  
(b) CNO WASHINGTON DC, 130340Z OCT 00 (NAVADMIN 265/00)  
(c) CNO WASHINGTON DC, 191502Z AUG 02 (NAVADMIN 251/02)

Encl: (1) Navy Medicine East (NME) Award Submission Procedures  
(2) OPNAV 1650/3 Form Instruction Guide

1. Purpose: To promulgate policy and procedures for submitting recommendations for personal awards/medals or other commendatory correspondence per guidance provided in references (a), (b) and (c) and to institute a complete electronic system by commands within the Navy Medicine East (NME) area of responsibility (AOR). Enclosure (1) is designed to assist in writing citation, submitting awards through NME, and illustrating the flow of an award through the chain of command.

2. Scope: Provisions of this instruction are applicable to all military active duty and reserve personnel falling under NME chain of command. Civilian awards are addressed in a separate instruction.

3. Background: The uniform and timely recognition of sustained and/or exceptional performance and devotion to duty is an effective means of enhancing morale in a military organization. Awards are important symbols of recognition, and a means of publicly recognizing and rewarding extraordinary, exceptionally meritorious, or conspicuously outstanding acts of heroism and other acts of service which are above and beyond the normally expected and which distinguish the individual or unit among those performing similar acts or services. All forms of praise are important and should be of direct concern to supervisors at all levels within each command.

4. Timeliness: Timely recommendations are essential to a successful awards system. Recommendations will be submitted in sufficient time to give the award prior to the member's departure from the command. Commanding Officers (COs) will review command losses on a monthly basis, and take action accordingly to allow ample time for awards processing in accordance with paragraph 6. c. of this instruction. The review should take into consideration submission lead times and terminal leave dates.

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5. Policy: NME goal is to provide military members who meet the award recommendation criteria with prompt recognition. In order to maintain an effective and meaningful awards program, all COs must ensure timely and accurate submission of award recommendations as outlined in reference (a) and enclosure (1).

- a. Commander, NME is the final approving authority for the following awards:
    - 1) Flag Letters of Commendation (FLOC)
    - 2) Meritorious Service Medal (MM)
  - b. Chief, Bureau of Medicine and Surgery (BUMED) is the final approving authority for Legion of Merit (LM), except for flag officer awards. Refer to reference (a) and (c) for information on approving authority and format for awards higher than the LM.
  - c. To allow adequate time for processing of awards; recommendations will be submitted to NME in the following time frames:
    - 1) FLOC – a minimum of 30 days prior to intended presentation date.
    - 2) MM – a minimum of 60 days prior to intended presentation date
    - 3) LM – a minimum of 90 days prior to intended presentation date
      - (1) The time line starts when the recommendation reaches the NME Awards Coordinator's email.
  - d. Award recommendations must be submitted to NME in the correct format and in accordance with the time frames outlined above. Award recommendations that are not submitted within the stated time lines must be accompanied by a letter signed by the CO explaining the delay. Commands who submit award recommendations in such a way that extensive rework is required will have their recommendation returned for correction. It is imperative that the information on the OPNAV 1650, Summary of Action (SOA), and Citation be accurate and correct.
  - e. Single action (specific act or event) Letters of Appreciation (LOAs), Letters of Commendation (LOCs) should be awarded by COs.
  - f. Submission of large group awards is strongly discouraged. Personal awards should state specific individual actions.
6. Awards Board: The Awards Board is established to ensure consistency of awards throughout Navy Medicine East.

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- a. Commander, NME will appoint an Officer (O-5 or higher) as the chairman of the awards board.
- b. Board Membership: The Awards board will be comprised of representatives from each directorate in NME, Awards Coordinator, and the Command Master Chief.
- c. Awards Board Responsibilities:
  - 1) Review all award submissions.
  - 2) Be familiar with the provision and documentation requirements, per reference (a) through (c).
  - 3) Evaluate award recommendations and determine the appropriate award, per reference (a) through (c).
  - 4) Responsibilities of Awards board members may not be delegated.

7. All questions, comments or concerns will be directed to the NME Awards Program Coordinator, at NMEawards@mar.med.navy.mil.



P. H. NETZER

Distribution:  
NAVMED EASTINST 5215.1G (List A and B)

## Navy Medicine East (NME) Award submission procedures

1. Specific guidelines. Initial preparation of award should be done in accordance with reference (a). The remainder of this instruction provides additional format procedures for awards submission to NME.
  2. Submission guidelines. NME has automated the receipt and processing of award recommendations for quicker processing and faster service. It's imperative that the guidelines set forth in this enclosure are adhered to.
    - a. Submit award via email to: [NMEawards@mar.med.navy.mil](mailto:NMEawards@mar.med.navy.mil)
      - (1) Citations must be saved as a Microsoft Word document using the medical treatment facility name, hyphen, last name, first name, two letter award abbreviation, underscore, two number date, three letter month, two digit year, and file extension (.doc).
        1. Example: Portsmouth-SanchezJuan-NC\_25NOV05.doc
      - (2) Summary of Action (SOA) is required for MM and higher. The SOA will be prepared as a Microsoft Word document and saved as page two to the same file as the proposed award. SOAs must not exceed two pages and should include concise, measurable or comparative performance facts and results in bullet format.
      - (3) OPNAV Form 1650/3 (1650): Use Enclosure (2) as a guide to complete form.
        - (a) The 1650 serves as the database form to generate, process, and track all awards submissions. All blocks must be completed. Blocks 11 and 19 will be verified prior to submission. The CO's signature must appear in block 22. Electronic signatures are acceptable.
        - (b) Signed and completed 1650s must be sent electronically along with other support documentation.
        - (c) All supporting documents and copies of previous awards (NA or higher) the nominee has received during his/her current tour and letters must be sent electronically, and accompany awards package. An award cannot and will not be processed without ALL supporting documents.
        - (d) Hard copies of proposed citation, SOA, and/or supporting documentation are **not** required. Faxed documents will **not** be accepted. Exceptions will be on a case by case basis.
        - (e) NME will finalize the citation certificate and include the signature line when approved by the NME awards board.

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b. If email is unavailable, commands may submit completed awards recommendation package on a R/W (readable/writable) CD in using the following guidance:

(1) Save proposed citation as Microsoft Word documents as indicated in paragraph 2. a)  
i). Properly label CD, including name of nominee, command and point of contact.

(2) Mail CD, signed 1650, and supporting documents to:

Commander, Navy Medicine East  
Attn: Awards Coordinator  
620 John Paul Jones Circle  
Suite 1400  
Portsmouth, VA 23708-2106

3. Guidelines for NME awarded FLOCs

a. Standard *opening* sentence: “For professional achievement in the superior performance of his/her duties while serving as (job title), (command), (city, state) from month year to month year.”

b. Standard *closing* sentence. “Rank/Last name’s exceptional professional ability, personal initiative, and loyal devotion to duty reflected great credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.”

c. Margin set and text layout:

(1) All margins (left, right, top and bottom) should be set at one-inch (1”).

(2) Font: Times New Roman, 12 pitch, text justified and single-spaced in upper and lower case.

(3) Citation shall not exceed 22 lines.

4. Guidelines for NME awarded MMs.

a. Standard *opening* sentence: “For outstanding meritorious achievement/service as (job title), (command), (city, state), from month year to month year. “Achievement” will be used for specific achievement awards. “Service” will be used for end of tour (EOT) and for awards for personnel retiring.

b. Standard *closing* sentence. “The exceptional professional ability, initiative, and, selfless dedication to duty exhibited by rank/last name’s reflected great credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.”

c. Margin set and text layout:

(1) All margins should be set at one-inch (1)

(2) Font: Times New Roman, 12 pitch, text justified and single-spaced in upper and lower case.

(3) Template: Citation shall not exceed 22 lines.

5. Guidelines for BUMED awarded LMs.

a. Standard *opening* sentence: “For exceptionally meritorious conduct in the performance of outstanding service as (job title), (command), (city, state), from month year to month year.

b. Standard *closing* sentence. “Rank/Last name’s dynamic direction, keen judgment, and inspiring devotion to duty reflected great credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.”

c. Margin set and text layout:

(1) All margins should be set at one-inch (1)

(2) Font: Times New Roman, 12 pitch, text justified and single-spaced in upper and lower case.

(3) Template: The citation begins on line 1, and the text of the citation begins on line 13 and shall not exceed 22 lines.

6. Navy Medicine East does not have a retirement award. An award recognized the achievements of the individual’s current tour prior to retirement. Under no circumstances should it contain any information other than that pertinent to the last tour of duty.

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7. BLOCK #		8. NAME		(1) FIELD		9. HOW TO COMPLETE	
		Type	Format / Length				
1	FROM ADDRESS	Regular Text	Unformatted/ "From" is 50 characters; "Address is unlimited			Indicate originating command address.	
1a	UIC/RUC	Regular Text	Uppercase/5 characters			Indicate originating command UIC.	
2	TO (Awarding Authority) ADDRESS	Regular Text	Unformatted "To" and "Address" contain unlimited characters			Indicate awarding authority command address. If awarding authority is:	
				NME:	For FLOCs and MMs Commander, Navy Medicine East 620 John Paul Jones Circle, Suite 1400 Portsmouth, VA 23708-2106		
				BUMED:	For LMs Chief, Bureau of Medicine and Surgery 2300 E St. N.W., Washington, DC 20372		
2a	UIC/RUC	Regular Text	Uppercase/5 characters			Indicate awarding authority UIC. If awarding authority is NME, use 68908, if BUMED, use 00018. DO NOT leave blank.	
3	COMMAND POC NAME EMAIL	Regular Text	Title Case. "Name" and "Email" contain 42 characters			Indicate originating command/individual's rank, name and email address. If POC will be departing after submission of award package, provide POC information for someone who will be available at the command.	
4	PHONE (DSN) (COM)	Regular Text	Unformatted/22 characters			Indicate originating command/individual's phone number. For overseas numbers, indicate complete international phone number. If DSN is available, indicate DSN prefix. If no DSN, leave DSN section blank.	
5	EXP DATE OF ACTIVE DUTY	Regular Text	Unformatted/20 characters			Indicate date individual's current enlistment will expire. For officers with no contract expiration, indicate "INDEFINITE".	
5a	IF RETIREMENT/ SEPARATION, NUMBER OF YEARS	Number	Unformatted/9 characters			Indicate the number of years the individual served on active duty, if the individual is retiring. If not retiring, indicate N/A.	
6	SSN	Number	Formatted/ #####-###-####			Self-explanatory; ensure you include the hyphens (dashes) between the numbers, as indicated.	
7	DESIGN/NEC/MOS	Regular Text	Uppercase/10 characters			Indicate awardee's designator (officers) or NEC (enlisted). A list of Navy designators and NECS can be found at the BUPERS website via the following links: Officer: Manual of Navy Officer Manpower and Personnel Classifications	

Enclosure (2)

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7. BLOCK #	8. NAME	(1) FIELD		9. HOW TO COMPLETE	
		Type	Format / Length		
				<p><a href="http://buperscd.technology.navy.mil/bup_upd/upd_C1/BUPERS/OffClass/OfficerManMenu.htm">http://buperscd.technology.navy.mil/bup_upd/upd_C1/BUPERS/OffClass/OfficerManMenu.htm</a> Then select "Major Code Structure" Then select "Part A"</p> <p>Enlisted: Navy Enlisted Manpower and Personnel Classification Manual  <a href="http://buperscd.technology.navy.mil/bup_upd/upd_C1/BUPERS/enlistedManOpen.htm">http://buperscd.technology.navy.mil/bup_upd/upd_C1/BUPERS/enlistedManOpen.htm</a> Then select "Navy Enlisted Occupation Standards" and then select "Appendix B"</p>	
	<b>DETACHMENT OR CEREMONY DATE (EARLIER DATE)</b>	Date	Formatted/ DD-MMM-YYYY	<p>Indicate date the award will be presented. If a retirement, this date will often be well before the actual retirement date. This allows the chain-of-command to prioritize award processing.</p>	
<b>9</b>	<b>NAME (LAST, FIRST, MIDDLE, SUFFIX)</b>	Regular Text	Capitalize; "Last Name" is 15 characters; "First Name" is 20 characters; "Middle" is 15 characters; "Suffix" is 5 characters	<p>Indicate last name in first block, then tab to second block and type in first name. Tab to third block and type in middle name. Tab to fourth block and type in suffix (JR, III, SR, etc) if suffix applies.</p>	
<b>10</b>	<b>TYPE OF AWARD</b>	Check Box	N/A	<p>Check appropriate box for the type of award being considered:</p> <ul style="list-style-type: none"> <li>• Retirement</li> <li>• Transfer (End of Tour)</li> <li>• Separation</li> <li>• Specific Achievement</li> </ul>	
<b>11</b>	<b>COMPONENT</b>	Drop down	N/A	<p>Indicate awardee's component service for this period.</p>	
<b>12</b>	<b>NEW DUTY STATION ADDRESS (Home address for retirement or separation)</b>	Regular Text	Unformatted/100 characters	<p>Indicate address of awardee's next duty station, if he/she is not leaving the service. If he/she is leaving the service, indicate awardee's home address. This is used to forward the award should awardee no longer be attached to the command when the award is approved.</p>	
<b>13</b>	<b>PAYGRADE AND RATING</b>	Regular Text	Unformatted. "Paygrade" is 4 characters; "Rating" is 5 characters	<p>In first block, indicate paygrade in letter and number format. Example: First Class Petty Officer is E6. Captain is O6. In second block, indicate rank or rate. Example: BM1 or CAPT.</p>	
<b>14</b>	<b>WARFARE QUALIFICATION</b>	Regular Text	Unformatted/unlimited characters	<p>Indicate individual's warfare qualification. Example: ESW, SWO, SEAL, EOD, PILOT, NFO, SUBMARINE, etc. If no warfare qualification, indicate N/A for not applicable.</p>	
<b>15</b>	<b>UNIT AT TIME OF ACTION/SERVICE</b>	Regular Text	Unformatted/unlimited characters	<p>Indicate the unit the awardee was attached to for the period of the award being considered.</p>	

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7. BLOCK #	8. NAME	(1) FIELD		9. HOW TO COMPLETE	
		Type	Format / Length		
16	DUTY ASSIGNMENT	Regular Text	Unformatted/30 characters	Indicate awardee's primary job title during the award period. If award submission is for a specific act, indicate the job title during the specific act, if it is different from their primary job.	
17	UIC/RUC	Regular Text	Unformatted/5 characters	Indicate the UIC of the awardee's unit at the time of the action or service. If UIC is unknown, fill in 00000. DO NOT leave blank.	
18	CAMPAIN	Drop down	N/A	Indicate campaign that applies. If award is not connected to a campaign (such as Iraqi Freedom), select "N/A".	
18a	OPERATION	Regular Text	Unformatted/unlimited characters	Type in the unclassified operation. If operation is classified or if no operation applies, type in "N/A".	
19	PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED <i>(Exclude Combat Action Ribbon)</i>		Unformatted/unlimited characters	To get a personal awards summary (Navy), go to <a href="http://www.awards.navy.mil">www.awards.navy.mil</a> and run personal awards query. Copy and paste search results into block 19 of the 1650/3. Awards not showing means: <ul style="list-style-type: none"><li>• One or more of the individual's personal awards are not in NDAWS. See FAQ</li><li>• "Updating awards" on the website to fix.</li><li>• The individual has more than 9 personal awards. The format will only pick up the first 9 in the NDAWS database.</li></ul> If the method above doesn't work, type in awards in this format: <ul style="list-style-type: none"><li>• Two-letter award code (all caps) MMMYY-MMMYY (Start month and year)-(End month and year). If single day action, indicate MMYY.<ul style="list-style-type: none"><li>• List three awards per line</li></ul></li></ul>	
20	RECOMMENDED AWARD	Drop down	N/A	Indicate award the individual is being recommended for.	
21	TYPE OF ACTION	Check Box	N/A	Check the appropriate type of action for this award recommendation. Select "heroic" for actions where the individual's life was in extreme danger or if the combat "V" is being considered. "Meritorious" is used for an end of tour award. Posthumous awards are used for award recommendations if the awardee is deceased. "MIA" is for those in combat who are Missing in Action.	
22	PERSONAL AWARDS <b>RECOMMENDED-NOT YET APPROVED</b>	Regular Text	Unformatted/unlimited characters	Indicate any possible pending awards. For those who are TAD during their tour, check with the individual or the TAD command to find out if there are any awards that may be submitted up the TAD command's chain-of-command.	
23	RECOMMENDED AWARD NUMBER	Drop down	N/A	Indicate the number of occurrences of this award for the awardee. For example, if the awardee already has 1 Navy and Marine Corps Commendation Medal (NC), and this is a request for another NC, indicate "2".	

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7. BLOCK #	8. NAME	(1) FIELD		9. HOW TO COMPLETE
		Type	Format / Length	
24	<b>OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION</b>	Regular Text	Unformatted/unlimited characters	If other personnel were/are being recommended for the same action, list them by rank, first name and last name.
25	<b>ACTION DATE/MERITORIOUS PERIOD</b>	Date	DD-MMM-YYYY for first block and DD-MMM-YYYY for second block	Indicate merit start date in first block and merit end date in second block. If day is unknown, use "01". If action is for a one-day period, indicate same date in first and second blocks.
26	<b>(FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR</b>	Regular Text	Unformatted/50 characters	If the awardee is an O-6 or above, indicate the rank and name of the individual who filled their position before the awardee. If the award is for a specific act, or the awardee is the first person assigned to the position, indicate "N/A". The purpose of this block is for senior Navy leaders to evaluate award levels by position across time. This can become a bigger issue for more senior positions.
27	<b>GEOGRAPHIC AREA OF ACTION</b>	Drop down	N/A	Select the area where the majority of the action was accomplished. For classified awards where area cannot be revealed, select "MIU" for Multiple Locations.
28	<b>IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY</b>	Regular Text	Unformatted/Both blocks contain 35 characters	Only use for non-U.S. awardees. In the first block, indicate the awardee's service. Example: Royal Air Force, Royal Australian Navy. If exact service name isn't known, indicate the area of expertise: aviation, surface, submarine, etc. In the second block, indicate the country of the awardee. Example: United Kingdom, Australia, Italy, etc.
29	<b>FACT CERTIFICATION STATEMENT</b>	Check Box	N/A	Check the most appropriate box. If the originator knows the awardee and the awardee's accomplishments, check "Known to Me". If the awardee's accomplishments are not personally known to the originator but are recorded in evaluations or FITREPs, check "A Matter of Record".
30a	<b>NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR</b>	Regular Text/ Drop down	Unformatted/First, second and fourth blocks contain 35 characters. Third block is a dropdown.	For active duty person, the originator is the Commanding Officer. For awards for Commanding Officers, the second in command (Example: Executive Officer) can be the originator. In the first block type in originator's full name. Example: Michael J. Smith. In the second block type in the rank of the individual. Example: CAPT, SES2, etc. In the third block select the dropdown option that applies to the originator. In the fourth block type in the originator's title. Example: CO, OIC, Commander, Director, etc.

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7. BLOCK #	8. NAME	(1) FIELD		9. HOW TO COMPLETE
		Type	Format / Length	
30b	SIGNATURE	Regular Text	Unformatted/40 characters	After the originator signs, type the individual's signature line on the electronic version. Start with /s/ (indicates you've laid eyes on the signature) and the exact signature name. Example: M. J. SMITH. Filling in this block is necessary, should anyone ever challenge the validity of the award. The originating command must maintain a copy of the signature page for legal purposes if no scanner is available to forward the signature page up the chain-of-command.
30c	DATE FORWARDING ENDORSEMENTS	Date	DD-MMM-YYYY	Indicate date the originator signs the award.
31	COMMAND	Regular Text	Unformatted/Top and bottom blocks contain 35 characters	Type in the command abbreviated name. Example: CFFC, CPF. Type in complete phone number under command name in 2nd block.
	RECOMMENDED AWARD	Drop down	N/A	Select from the dropdown menu.
	COMBAT "V"	Check Box	N/A	If the individual was involved in combat action and exchange of fire with the enemy, or if the individual was part of a covert operation and was in extremely danger, check "YES". If these conditions do not apply, check "NO". Ensure the recommended award accurately reflects a combat award if "YES" is checked.
	SIGNATURE, GRADE	Regular Text	Unformatted/Top and bottom blocks contain 40 characters	After the individual signs the recommendation, type on the electronic version the individual's signature line, followed by their rank in the same block. Electronic signatures start with /s/ followed by the exact signature name. Example: M. J. SMITH, RADM
32	AWARDING AUTHORITY INFORMATION	Date FWD	DD-MMM-YYYY	Type in the date the individual endorsed the award.
	DISPOSITION OF BASIC RECOMMENDATION	Drop down	N/A	After the awarding authority makes their decision, select the approved award from the dropdown menu.
	COMBAT "V"	Check Box	N/A	Indicate if the combat "V" is approved by checking "YES". If not applicable or not approved, check "NO".

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		Type	Format / Length	
	<b>EXTRAORDINARY HEROISM RECOMMENDED</b>	Check Box	N/A	Indicate if extraordinary heroism is appropriate. See SECNAVINST 1650.32 found on the awards website <a href="https://awards.navy.mil">https://awards.navy.mil</a> for additional guidance. Any "YES" for Extraordinary Heroism (EH) must be forwarded to the Secretary of the Navy for adjudication.
	<b>SIGNATURE, GRADE, TITLE</b>	Regular Text	Unformatted/All three blocks contain 35 characters	Leave blank. NME will fill in the information.
	<b>DATE APPROVED</b>	Date	DD-MMM-YYYY	Type in date approval authority signed the award.
33	<b>SERIAL NO AND RECEIPT INFORMATION</b>	Regular Text	Unformatted/"Serial No" is non-functional	Do not use. To be filled out by CNO or CMC Awards personnel. "Date received" is unlimited.
34	<b>NDBDM USE ONLY</b>	Check Box	N/A	Do not use. To be filled out by SECNAV Awards personnel!
35	<b>SUMMARY OF ACTION</b>	Regular Text	Unformatted/500 characters	Every attempt should be made to keep the Summary of Action (SOA) to one page. You can type in for more than one page; however, only the first 500 characters will be stored in the current NDAAWS database. The current 1650 will allow you to type more than one page.